



Academic Planning Council

Business & Scheduling Meeting

October 20, 2017

9:00am-1:00pm

ST 107

Present: Melissa Bader (co-chair), Quinton Bemiller, Peter Boelman, Dr. Alexis Gray, Mr. Kim Kamerin, Mr. John Moore, Mr. Jeff Mulari, Ms. Ana-Marie Olaerts, Dr. Jason Parks (co-chair), Mr. Bob Prior, Dr. Phu Tran, Patricia Worsham

Absent: Dr. Gail Zwart, Dr. Kevin Fleming

Visiting: Dr. Samuel Lee; Ms. Judy Perry and Mr. Glen Graham

A. Welcome

1. Dr. Jason Parks welcomed everyone to the meeting.

B. Approval of Minutes

1. Motion to approve minutes from September 15, 2017 | Alexis Gray/Peter Boelman
Approved

C. ACTION ITEMS

1. New Faculty Ranking (Dr. Parks)
 - i. Moved to end of meeting

D. DISCUSSION ITEMS

1. Year-round scheduling (Bader/Parks)
 - i. Currently a task force has been talking about earlier enrollment.
 - ii. Long-term goal is to enroll summer and fall at the same time.
 - iii. What are the technical problems?
 - a. We have to work with the current infrastructure.
 - iv. Summer enrollment will begin on April 2; this is the week before spring break.
 - a. We will have to be quick on summer scheduling.
 - b. Advertising has to start on March 2, which is three weeks into the spring term.
 - v. Fall enrollment will begin on May 14.
 - vi. Bob Prior asked how this change affects the students graduating from high school.
 - a. Melissa said the task force has not worked that out, but may identify freshman classes and hold seats.
 - b. We need to do more outreach, branding, communication.
 - c. High schools need to encourage enrollment.
 - vii. Bob asked do we have a numbers sense of what Norco can absorb.
 - a. Norco is pretty close to our max.
 - b. Dr. Lee is looking into other space options and expects to have something in place for fall 2018.

- viii. Kim Kamerin reminded everyone to use alternate times, including Friday and Saturdays.
- ix. Dr. Parks stated that when scheduling on a year basis you plan the academic year and at the same time - envision.
- x. Ana Marie Olaerts – can we work on summer and fall scheduling during winter?
- xi. Dr. Parks is going to work on getting the chairs their rollovers.

2. PT Hiring (Dr. Parks)

- i. How is everyone doing with the par time hiring?
 - a. Dr. Alexis Gray said it is taking months to get an appointment for fingerprinting. Dr. Gray has a new Part Time faculty that has completed all the paperwork, but the fingerprint appointment is not until November 22.
 - b. Anthropology across the district is losing their new hires because it takes too long.
 - c. Dr. Samuel Lee has requested to be looped in the emails.
 - d. Dr. Gray emailed Susan Boling requesting the Psychology pool; she is still waiting.
 - Dr. Phu Tran recommended she email Erica Mosley for the list.
 - e. Dr. Tran feels he needs to send out his own email listing the open positions for his Disciplines.
 - The list he received from HRER is the same; there are no new applicants.
 - f. Peter Boelman asked if there has been any advertising for the open positions.
 - It does not appear that there has been any advertising.
 - g. Dr. Parks suggests having the applicants send their resume directly to yourself.
- ii. Hiring Day/Fair
 - a. Norco is considering having a hiring day. Dr. Lee is thinking a day that includes Interviews, applications, Intent to Hire paperwork. Making it an all-day event. Dr. Parks is thinking an early afternoon into the evening event.
 - b. We will send out flyers; attend hiring fairs at Universities, the CCC event.
 - c. Quinton Bemiller recommends Norco have a representative attend as many events as possible.
 - d. Dr. Parks asked if everyone agrees with this idea. There is a very positive consensus.
- iii. Orientation
 - a. Patty Worsham asked if the orientation that the departments are doing is not good enough. Patty is open to the idea.
 - b. Quinton is concerned with the amount of time spent; he now spends at least an hour.
 - c. Can we pay the Part Time faculty to attend orientation and make it a requirement?
 - Part Time faculty can receive up to three hours annually for Professional Development.
 - Peter is going to run the idea by the Executive Board.
 - d. Kim suggested having the orientation directly after Flex Day on Friday.
 - e. Quinton shared that other colleges require Flex for the part time faculty.

3. Diversity in Hiring (Dr. Parks)

- i. Dr. Parks and a few others from Norco are part of an Equity in Hiring group; recently they went to an event at USC that looked at hiring practices.
 - a. Our Job Descriptions do not list students anywhere in them
 - b. Other Colleges have the word student up to 20 or more times.
 - c. We are student based and we do not have Student in our Job Descriptions.
 - d. If you Google Norco, you get Horsetown USA. Does that encourage students to apply?
 - e. Dr. Parks and Susan Boling have drafted a hiring timeline to ensure that new Full Time faculty go to the June board.
 - We are expecting to have approval to hire 3 – 4 new Full Time faculty.
 - Dr. Parks requested the Job Descriptions for the top positions be to him Monday. He wants to be ready to move as soon as the President approves.
 - When sending out the job description to your colleagues at the other colleges, remember to add a response by deadline to your email.
 - Dr. Parks is willing to send on the behalf of the chair.
4. Assessment on SLO's (Dr. Parks)
- i. In preparation for the Accreditation site visit the Student Learning Outcomes (SLO's) have to be assessed for every course offered during 17 fall.
 - ii. Kim asked is writing of Objectives going to work into our process.
 - a. Dr. Lee stated that the Objective issue is a separate issue and suggested they write the SLO based on what you have now.
 - iii. Dr. Lee broke down the expected timeline
 - a. Fall 17 all sections assessed and in place
 - b. Spring 18 drafting process
 - c. Fall 18 heavy in the process
 - d. Fall 19 Board Approved
 - iv. Dr. Lee stated that there are changes happening that may have a different focus. Possible Matrix changes, we need to be ready. He recommended you think of all SLO's as one.
 - v. Melissa created a chart in about 20 minutes that she is using.
 - vi. There is a concern with all of the items that are taking place during 17Fal.
 - a. SLO's
 - b. Objective
 - c. Canvas
 - vii. Peter has taken this concern to the Executive Board
 - viii. Dr. Parks described it as the Perfect Storm.
 - ix. Dr. Lee asked the APC to think about what the VPAA can bring to the process.

E. INFORMATION ITEMS

- 1. FTES update (Dr. Parks)
 - i. Dr. Parks shared a handout
 - a. Norco is in yellow
 - b. Estimated FTES needed for 18WIN and 18SPR
 - c. Norco needs to do something to keep the District from falling short.
 - ii. Dr. Parks shared a second handout showing the breakdown of each departments FTES for 17SUM and 17FAL.
- 2. 25Live Update (Dr. Parks)

- i. 25Live is moving to a Cloud based system
- ii. Currently the District is behind 3 versions
- iii. District will be upgrading to the recent version
- iv. Melissa gave some history on the problems we are having with 25Live. The biggest issue is Colleague. When Riverside bought Colleague, they began changing course code.
- v. RCC wrote off codes and because of this, we could not upgrade to the newest version.
- vi. Colleague is set up for twenty thousand students and we have 3 times that.
- vii. We will be going to a new system and there will be an impact on our other programs.
 - a. WebAdvisor will change
 - b. No more Portal
- viii. Dr. Parks stated that for now consider it accurate. Lenny is currently working on conflicts.

F. Standing Committee Reports

1. Academic Senate (Bader)

- i. ASNC DACA - is working information sessions
- ii. Presidents is working on equity
- iii. Moreno Valley will have the Distinguished Lecture
- iv. Year round scheduling
- v. Approved Kris Anderson to attend ISPC as the Accreditation representative.
- vi. Military Veterans can stack units to get up to 30 units (passed Senate)
- vii. There will be an all Faculty Open Dialogue session sponsored by the Academic Senate on October 26, 2017 at 4:30pm in CSS 217

2. ISPC (Bader)

- i. Silver Scholarship Fund will be issuing scholarships
 - a. Norco Student
 - b. Must have at least 2.5 GPA
 - c. Part Time students will be included
 - d. 2 Scholarships of \$500
- ii. Legacy Report
- iii. Technology Report
 - a. There was a little confusion about the refresh plan
 - b. Lenny will be the on call help at Norco. Dr. Lee is still working out details but for now email Lenny with issues (leonard.riley@norcollege.edu)
- iv. Update from JFK
 - a. Currently there are 523 students enrolled and 100% of those students are eligible to enroll at Norco College
 - b. There is a new Grant that allows for a counselor/advisor to be on campus
 - c. Considering bringing in 9th graders, try small co-horts
- v. Veterans Resource
 - a. Wednesday, October 25, 2017 at 3:30pm
 - b. Ken Calvert may be coming to raise the flags
 - c. Norco is going to build a data base to help with MOS (military occupational specialty)
- vi. Smoking Plan
 - a. Is in the works and should go to BFPC soon, the effective date is expected to be January 1, 2018
 - b. Will send out email

3. District Enrollment Management (Bader/Dr. Parks)
 - i. Already covered
 4. Program Review Committee (Gray)
 - i. We are on plan for the move to
 - ii. However there is nothing ready
 - iii. Having weekly meetings
 - iv. Expect to hit deadline, but it's going to be real close
 - v. Melissa Bader asked if there is a screen shot of what it will look like
 - vi. Dr. Gray highlighted some features
 - a. The questions are the same, just entered differently
 - b. Can pull reports with details
 - c. Is everything being met with useful details
 - d. Will take two hours initially
 - e. One hour or less after that
 - f. Thirty minutes for updates
- G. Deans' Reports
1. DOI – CTE (Dr. Fleming)
 - i. Not in attendance
 2. DOI (Parks)
 - i. Already covered
- H. Good of the Order
1. No comments

Next meeting
November 3, 2017
Business Meeting 9:00AM – 1:00 PM



Hiring Timeline for New Positions 2017 – 2018

10/20/2017	New faculty ranking	APC
11/1/2017	Decide on new positions	President's Office
11/30/2017	Job Descriptions approved by Disciplines	Disciplines
12/11/2017	Job Descriptions entered	APC
12/22/2017	Positions opened	HRER
January 2018	CCC Job Fair	
2/12/2018	Positions close	
2/20/18 – 3/5/18	Pre-screening	HRER
3/29/2018	Screening complete	
4/16/18 – 5/4/18	Interviews	
6/19/2018	June Board Approval	

Riverside Community College District 1718 Enrollment Calculator

	MOV					NOR					RIV					RCCD				
	17SUM	17FAL	18WIN	18SPR	TTL	17SUM	17FAL	18WIN	18SPR	TTL	17SUM	17FAL	18WIN	18SPR	TTL	17SUM	17FAL	18WIN	18SPR	TTL
TERM TARGET FTES (CREDIT RES)	635	3032	564	2821	7052	522	3173	515	2842	7052	1314	7226	1150	6733	16423	2471	13431	2229	12396	30527
ESTIMATED FTES (CREDIT ALL)	565	2935	538	2692	6730	508	3176	513	2833	7029	1356	7295	1165	6820	16635	2428	13406	2219	12342	30395
PERCENT OF TARGET	89%	97%	95%	95%	95%	97%	100%	100%	100%	100%	103%	101%	101%	101%	101%	98%	100%	100%	100%	100%
DIFF (ADJUSTED FTES - TARGET)	(70)	(97)	(26)	(129)	(322)	(14)	3	(2)	(9)	(23)	42	69	15	87	212	(43)	(25)	(10)	(54)	(132)
ADJUST EST FTES (CREDIT ALL)	+0	+0	+0	+0	+0	+0	+0	+65	+27	+92	+0	+0	+0	+0	+0	0	0	65	27	92
ADJUSTED FTES (CREDIT ALL)	565	2935	538	2692	6730	508	3176	578	2860	7121	1356	7295	1165	6820	16635	2428	13406	2284	12369	30487
ADJUSTED FTES (CREDIT NONRES)	5	26	5	24	61	5	32	6	29	71	45	241	38	225	549	55	299	49	278	681
ADJUSTED FTES (CREDIT RES)	560	2909	533	2668	6670	502	3144	573	2831	7050	1311	7054	1126	6595	16086	2373	13107	2235	12092	29807
ADJUSTED PERCENT OF TARGET	88%	96%	95%	95%	95%	100%	100%	100%	100%	100%	100%	98%	98%	98%	98%	97%	98%	98%	98%	98%
DIFF (ADJUSTED FTES - TARGET)	(75)	(123)	(31)	(153)	(382)	(20)	(29)	58	(11)	(2)	(3)	(172)	(24)	(138)	(337)	(98)	(324)	6	(304)	(720)
ADJUST TERM TARGET FTES	+0	+0	+0	+0	+0	-20	-29	+58	-11	-2	+0	+0	+0	+0	+0	(20)	(29)	58	(11)	(2)
ADJUSTED TERM TARGET FTES	635	3032	564	2821	7052	502	3144	573	2831	7050	1314	7226	1150	6733	16423	2451	13402	2287	12385	30525
DIFF (ADJUSTED FTES - ADJUSTED TARGET)	(75)	(123)	(31)	(153)	(382)	0	0	0	0	0	(3)	(172)	(24)	(138)	(337)	(78)	(295)	(52)	(293)	(718)
NONRES FTES EST 3-YR AVG	0.9%					1.0%					3.3%					2.2%				

*ESTIMATED FTES for 18WIN and 18SPR calculated based on proportion of goal achieved during 17SUM and 17FAL

DATA Updated: 10/19/2018 via EMD

	SECTIONS	FTEF	ENROLL	CAPACITY	FILL RATE	FTES
17SUM	158	38.0489	4059	6191	66%	507.56
AHWL	13	2.9749	352	544	65%	41.39
ART	3	0.7333	91	116	78%	11.32
HUM	1	0.2	29	49	59%	2.98
MUS	5	0.875	107	224	48%	9.93
PHI	1	0.2	37	49	76%	3.47
SPA	2	0.7666	58	64	91%	10.88
THE	1	0.2	30	42	71%	2.81
BEIT	26	5.9647	510	943	54%	59.18
ACC	2	0.4	34	80	43%	3.18
BUS	4	0.8	86	164	52%	8.06
CIS	7	1.65	178	255	70%	23.16
CON	1	0.2	13	36	36%	1.34
ELE	2	0.6333	20	60	33%	3.84
ENE	1	0.2	19	32	59%	1.95
GAM	4	1	46	130	35%	5.69
MAN	2	0.4814	41	66	62%	5.12
RLE	3	0.6	73	120	61%	6.84
COMM	33	9.0091	702	1015	69%	99.78
COM	8	1.6	192	240	80%	19.5
ENG	22	6.8257	449	685	66%	74.44
ESL	1	0.3167	23	30	77%	3.94
ILA	1	0.0667	28	30	93%	0.96
REA	1	0.2	10	30	33%	0.94
Mathematics	24	6.8002	763	1057	72%	110.52
MAT	24	6.8002	763	1057	72%	110.52
SBS	34	6.8	1109	1541	72%	110.29
ANT	3	0.6	95	182	52%	9.42
EAR	4	0.8	109	160	68%	10.78
ECO	1	0.2	20	49	41%	2.06
GUI	2	0.4	42	64	66%	4.32
HIS	7	1.4	260	303	86%	25.62
POL	5	1	153	231	66%	15.22
PSY	9	1.8	332	405	82%	32.79
SOC	3	0.6	98	147	67%	10.08
Science & Kinesiology	28	6.5	623	1091	57%	86.4
AMY	1	0.2	16	49	33%	1.65
BIO	7	2.2	163	262	62%	32.19
CHE	3	1	67	94	71%	13.78
GEG	4	0.8	107	166	64%	11.01
HES	2	0.4	78	135	58%	8.02
KIN	9	1.5	174	285	61%	17.9
PHS	1	0.2	12	70	17%	1.23
PHY	1	0.2	6	30	20%	0.62

17FAL	744	182.4346	24048	28025	86%	3175.65
AHWL	89	20.6575	2600	3131	83%	351.63
ART	19	4.4664	494	580	85%	69.75
DAN	1	0.2	30	49	61%	3.09
FRE	2	0.7666	55	64	86%	10.98
HUM	10	2	356	417	85%	36.68
JPN	1	0.3833	35	32	109%	7.38
MIS	9	1.8666	144	202	71%	28.73
MUS	16	2.675	364	442	82%	45.5
PHI	13	2.6	435	557	78%	45.12
SPA	12	4.4163	339	387	88%	66.76
THE	6	1.2833	348	401	87%	37.64
BEIT	175	39.725	3934	6285	63%	434.71
ACC	13	2.6667	441	526	84%	42.94
BUS	31	5.6666	909	1185	77%	86.38
MKT	1	0.2	18	36	50%	1.9
RLE	7	1.4	231	278	83%	21.65
SCT	1	0.2834	7	28	25%	0
WKX	2	0.2747	41	60	68%	1.28
ARE	1	0.35	16	32	50%	3.65
CAT	5	1.15	56	155	36%	6.57
CIS	26	6.15	597	833	72%	87.94
CON	11	1.6	205	396	52%	21.56
CSC	1	0	6	24	25%	0.84
ELE	30	9.3588	483	1295	37%	23.93
ENE	15	3.8833	329	470	70%	54.47
GAM	17	4.7167	371	522	71%	56.09
MAG	5	0.6	107	185	58%	10.28
MAN	9	1.4248	117	260	45%	15.23
COMM	143	38.7045	3982	4320	92%	614.03
COM	31	6.2	913	920	99%	94.55
ENG	94	27.8935	2642	2855	93%	458.61
ESL	6	2.1109	168	180	93%	30.36
ILA	1	0.0667	16	30	53%	0.56
JOU	1	0.2	35	35	100%	3.69
LIB	2	0.1334	41	60	68%	1.28
REA	8	2.1	167	240	70%	24.98
Mathematics	95	27.4672	4145	4257	97%	617.42
MAT	95	27.4672	4145	4257	97%	617.42
SBS	144	27.9499	5989	6515	92%	608.71
ADJ	5	1	162	213	76%	17.08
ANT	17	3.4	699	895	78%	72.06
EAR	14	2.8	524	550	95%	54.43
ECO	7	1.4	325	343	95%	34.26
GUI	19	2.7333	607	685	89%	46.44
HIS	21	4.2	943	1006	94%	98.76
POL	17	3.4	793	843	94%	82.61
PSY	26	5.4166	1188	1168	102%	124.44
SOC	18	3.6	748	812	92%	78.63

Information from Program Review		AHWL (QB)	AHWL (KK)	BEIT (GZ)	BEIT (PW)	COMM (MB)	COMM (AO)	MATH (JM)	S & K	SBS (PB)	SBS (AG)	Total	
Full-time Position Requested	Requesting Discipline or Unit	RANK 1-19 (no ties) Lowest Rank equals Highest Priority	Average										
		1	Accounting	Accounting	3	7	5	1	2	2	6	7	4
2	Administration of Justice	Administration of Justice	4	8	17	12	17	17	2	15	16	16	12.40
3	Anatomy & Physiology	Anatomy & Physiology	12	13	11	13	17	17	14	10	10	3	12.00
4	Biology	Biology, Health Science & Microbiology	6	4	12	7	7	7	7	1	2	4	5.70
5	Building and Energy Systems	Academic Affairs	14	15	4	17	17	17	16	16	14	6	13.60
6	Business & Management	Business, Management & Marketing	9	11	2	2	3	3	8	2	6	7	5.30
7	Business & Management	Business, Management & Marketing	15	1	7	3	9	9	12	12	13	10	9.10
8	Electrician**	Manufacturing/Machine Shop Tech/Supply Chain Tech/Electronics	5	2	1	4	1	1	1	9	12	5	4.10
9	Electronics**	Manufacturing/Machine Shop Tech/Supply Chain Tech/Electronics	8	14	6	5	6	6	3	3	11	7	6.90
10	Game Art	GAME-Simulation and Game Development	7	10	3	6	5	5	4	6	9	11	6.60
11	Kinesiology	Kinesiology	1	3	10	8	17	17	11	13	15	15	11.00
12	Network Multimedia Librarian	Library	13	12	5	9	8	8	13	14	7	12	10.10
13	Philisophy	Philisophy	17	16	17	14	17	17	15	11	5	13	14.20
14	Physics	Physics and Physical Science	11	9	13	10	17	17	10	8	8	8	11.10
15	Political Science	Political Science	10	5	8	17	4	4	9	5	1	2	6.50
16	Psychology	Psychology	2	6	9	11	7	7	5	4	3	14	6.80